



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ACQUISITION SUPPORT CENTER
9900 BELVOIR ROAD, BUILDING 201, SUITE 101
FORT BELVOIR, VIRGINIA 22060-5567

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**Department of the Army
Foreign Local Nationals
Policy and Procedures for Contracting
Validation and Certification**

1. PURPOSE: The Under Secretary of Defense for Acquisition, Technology, and Logistics approves the education, training and experience required to meet the standards for certification in Acquisition, Logistics, and Technology (AL&T) career fields. Army commands and organizations determine the Level (I, II, or III) of certification required for their acquisition positions based on the complexity of duties carried out in that category of positions. This document establishes the policy and procedures through which the Army certifies Foreign Local Nationals (FLNs) in the Contracting Workforce in accordance with Department of Defense (DoD) established standards.

2. CERTIFICATION REFERENCES:

- a. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended by Section 808, Public Law No. 106-398, National Defense Authorization Act for Fiscal Year 2001, October 30, 2000; Section 824, PL No. 107-107, December 28, 2001; NDAA for FY2004, November 24, 2003, PL No. 108-136; and as may be subsequently amended by future statutory change;
- b. DoDD 5000.52, "Defense Acquisition, Technology, and Logistics Workforce Education, Training, and Career Development Program", January 12, 2005;
- c. DoDI 5000.66, "Operation of the Defense Acquisition, Technology, and Logistics Workforce Education, Training and Career Development Program", December 21, 2005;
- d. DoD, "Mandatory Course Fulfillment Program and Competency Standards", April 1999;
- e. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management", January 10, 2006; and
- f. DA PAM 600-3, Army Acquisition Corps Functional Area.

3. CERTIFICATION DEFINITION: Certification is the process through which the Army determines that an individual meets the mandatory education, training, and experience standards established for levels I, II, or III in the contracting acquisition career field in effect at time of application. Certification is awarded when the Regional Director/

Certifying Official validates that the mandatory contracting acquisition career field standards for certification have been met.

4. VALIDATION DEFINITION: Validation is the process through which the Army determines that an individual meets the mandatory training and experience requirements mandated for certification. Validation is awarded when an ACC Principal Assistance Responsible for Contracting (PARC) has verified the individual has met the mandatory training and experience requirements and forwards the documentation to the ACC HQ CP14 Career Management Office for validation.

5. POLICY:

- a. The certification standards are published annually in the Defense Acquisition University (DAU) Catalog. The web-based version of the DAU Catalog at <http://www.dau.mil/catalog> is the official source of standards and is updated as needed.
- b. An individual may not be certified through a waiver. Certification may only be achieved by meeting the standards required for the designated level in the contracting career field.
- c. Up to one year spent pursuing a program of academic training or education in acquisition may be counted toward meeting the experience standard for certification. However, it may not be substituted for the first year of contracting experience.
- d. When certification standards are changed, an individual certified at a particular level remains certified at that level regardless of any new requirements made effective after the date of the certification. In addition, if during the time period between validation and certification new certification requirements are implemented, the individual must meet the new requirements prior to applying for certification at the respective level.
- e. In the event the requesting individual contests the decision of a Certifying Official, the USAASC Proponency Officer for the contracting career field will provide an independent review of the certification documents. If the review results in an agreement with the Certifying Official's decision, no further action is required. If the review results in a decision that the certification needs further review, it is sent to the appropriate FCR/FCRR for a final decision. Since Proponency Officers may be called upon to provide an independent review, they may not be designated as Certifying Officials.
- f. Authority lies with the FCR to challenge, invalidate, or uphold any certification rendered by a Certifying Official.

- g. Certifying Officials must use discretion in accepting certification requests for which they are unable to provide an objective assessment. All certification packages must have been reviewed by a Reviewing Official and sent directly to the Certifying Official. Certifications will not be accepted as valid unless they follow the procedures outlined in this document.
- h. FLN certification certificates are only valid under the Department of the Army.
- i. Certification will not be documented in CAPPMS.

6. RESPONSIBILITIES:

a. U.S. Army Acquisition Support Center (USAASC):

(1) The Deputy Director, Acquisition Career Management (DDACM), under the authority delegated by the Director Acquisition Career Management, shall establish policy and procedures that provide a common foundation of knowledge necessary to ensure that the validation of contracting career field certification is consistent Army wide and is in accordance with references.

(2) The USAASC Eastern Region Office will manually process FLNs certification requests from the Army Contracting Command after the certification standards checklist, annotated with the requesting individual's name, the date, and the Reviewing Official's section validated/completed.

b. Army Contracting Command (ACC):

(1) The ACC HQ CP14 Career Management Office will serve as the Reviewing Official for all FLNs certification documentation. In this capacity, they determine/validate that the mandatory education, training, and experience standards have been met and that adequate documentation is provided to allow the Certifying Official/USAASC to validate the certification. ACC HQ CP14 will maintain listing of all approved certifications and validation for the command.

(2) The ACC HQ CP14 Career Management Office will validate the education equivalency for all FLNs degrees from any college or university that is not accredited in the United States.

(3) Certification and Validation are two separate processes:

- The Certification Process consists of the following review:
 - Educational requirements (Degree and 24 hours of business) (transcripts of degree comparison);

- Resume; and
- Validation Certificate (Training (DAU certificates/transcripts)).
- The Validation Process consists of the following review:
 - Training (DAU certificates/transcripts));
 - FLN submits international degree transcripts to PARC; PARC forwards to ACC HQ CM Office for review by external accredited agency for American degree equivalency; and
 - External Agency provides credential evaluation report verifying international degree is comparable to an American Bachelor's degree and the 24 hours of business;

(4) Certification Package will be endorsed by ACC HQ ACMA. Endorsed certification package with certification cover checklist will be submitted to USAASC Eastern Regional Customer Support Office.

(5) ACC HQ CP 14 Career Management is responsible for retaining all Certification and Validation documentation.

(6) Experience standards should not vary among the FLNs certification. Standards require a specified number of years of direct experience for each level of certification. Documentation of experience must be supported with a resume.

7. EFFECTIVE DATE AND IMPLEMENTATION: This document is effective immediately.



CRAIG A. SPISAK
Deputy Director
Acquisition Career Management